

Constitution and Bylaws
ACOVA
The Professional Association for Arizona CTE
(Career and Technical Education) Administrators

Constitution

Article I–Name

This organization shall be called ACOVA, The Professional Association for Arizona CTE (Career and Technical Education) Administrators.

Article II–Purpose

The purpose of ACOVA shall be to build community, advocacy, professional development, and leadership training for Arizona Career and Technical Education administrators and teachers.

Article III–Membership

Section 1--Active Membership

Active membership in this organization is extended to include any educator (active or retired) whose major responsibility is (or was) the administration and/or supervision of Career and Technical Education in (1) any public school system, (2) public post-secondary institution, or (3) other public education and training agencies as defined by the Executive Committee.

Membership is maintained through the annual completion of a registration at any of the ACOVA conferences. Registration information will be solely used for communication of ACOVA activities and will not be released for any reason.

Finally, ACOVA does not discriminate on the basis of race, color, national origin, sex, age, or disability for admission to programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. The lack of English language skills shall not be a barrier to admission or participation in ACOVA activities and programs.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation ACT of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975 and the Americans with Disabilities Act of 1990. Questions, complaints or requests for additional information regarding these laws may be forwarded to the President of ACOVA. For contact information please visit the ACOVA website at www.acova.org.

Article IV–Meetings

Regular meetings and other special meetings may be held upon the call of the President for the purposes that shall be specified in the notification to the members at least ten days prior to the meeting. There will be at least three business meetings a year to be held at the Summer ACTEAZ Conference, ACOVA Fall Conference, and ACOVA/ACTEAZ Mid-Winter Conference. These meetings could be held electronically.

Finally, the Executive Committee will meet regularly to conduct all other business, operations and planning for the organization.

Article V—Fiscal Year

The ACOVA Fiscal Year runs from July 1 through June 30. The budget will be developed during the Summer Retreat, adjusted as needed and presented to the members at the Summer Conference Business Meeting. Budget updates will be presented at all ACOVA meetings.

Article VI-- Elected Officers/Members-At-Large, Executive Committee, and Elections and Duties

Section 1—Elected Officers

The officers of ACOVA shall consist of the immediate Past President (not elected; completion of term), President, President-Elect, Secretary, and Treasurer. The Presidency shall be a three year cycle of President-Elect, President and Past President. The term for every other position shall be two year, staggered terms to run from the business meeting at the Summer Conference through the following year Summer Conference business meeting. In the event of a tie in any of the offices, there shall be a toss of the coin. The candidate not selected by coin toss will become a member-at-large. This will increase the number of at-large members to five for the elected term.

Section 2—Elected Members-At-Large

Four members-at-large shall be elected to also serve on the executive committee. The term for these positions shall be two year, staggered terms to begin/end at the business meeting. In the event of a tie all parties will serve. This will increase the number of at-large positions for the elected term.

Section 3—Executive Committee

The Executive Committee shall consist of the elected officers, the four members at-large and the Past President. Their duties shall include all fiduciary and legislative responsibilities for ACOVA.

Section 4—Election

Election of officers and members-at-large will be held at the business meeting at the Summer Conference. Nominations will be accepted prior to that meeting by submitting the name and a short biography to the Secretary. The Secretary will prepare a written ballot of the membership to vote at the business meeting. Vacated offices will be filled from within the Executive Committee by a member-at-large. Vacated member-at-large position(s) and the Past President position will be filled by a consensus appointment of the Executive Committee. If the President's position becomes vacated, the President Elect will assume the position of the President. Vacancies in the President Elect position will be filled at the next election. Special Elections can be held at the discretion of the Executive Committee.

Section 5--Duties

The Executive Committee shall plan for the meetings of the organization; shall recommend for member action any changes to the Constitution and By-Laws; shall make available the Policies and Procedures; and shall present a report of its activities at all business meetings during the year. The Executive Committee shall plan and develop conferences and retreats as needed by the membership. Members have the authority to initiate items during regular or special meetings of ACOVA.

Article VII—Amendments

Two-thirds majority of the active members present at business meetings may amend this constitution at any stated meeting of ACOVA. A written notice of the proposed amendments shall be sent (can be electronic) to the members not less than thirty days prior to the stated meeting. Any such proposal for constitutional amendment shall, prior to vote thereon, be subject to modification in the same manner as for propositions submitted for membership action. Electronic votes may be taken.

BY-LAWS

Article I—Officers

Section 1: The President shall perform all duties assigned to that office:

- Attend and preside over all meetings of ACOVA and the Executive Committee
- Sets the agenda for all meetings
- ~~Sign contracts as needed on behalf of the Association~~
- Serve as an ex-officio member of all committees
- Act as the point of contact for any nondiscrimination issues
- Act as the Association's representative or may appoint a designee for any collaboration
- Coordinate the filling of any vacancies within ACOVA with the concurrence of the Executive Committee.

Section 2: The President-Elect shall perform all duties assigned to that office:

- Attend business and Executive Committee meetings.
- Preside over meetings in the absence of the President
- Be responsible for committee oversight including each committee's Program of Work
- Perform duties as assigned by the President

Section 3: The Secretary shall perform all duties assigned to that office:

- Attend business and Executive Committee meetings
- Keep membership records and written documentation including record retention for the Association
- Keep complete and accurate minutes of all meeting of the Association and Executive Committee
- Distribute minutes of all meeting making them accessible to all member (website)
- Handle all the Association's correspondence and/or other publications
- Accepts nominations and prepares the ballots for the annual election
- Performs duties as assigned by the President

Section 4: The Treasurer shall perform all duties assigned to that office:

- Attend business and Executive Committee meetings
- Shall develop, keep and maintain a listing of business/fiscal contacts for billing purposes
- Collect all monies due the Association, make timely deposits and disperse payments upon approval of bill by the Executive Committee
- Maintain an accurate financial record of the Association
- Be responsible for all financial record retention and conflict of interest statements
- Oversees the Association's financial records and submit them for the annual audit review by the Executive Committee and tax accountant
- Present a detailed financial report at each business and Executive Committee meeting
- Be responsible for the preparation of an annual budget with the help of the Executive Committee by the time of the annual Summer Retreat
- Performs duties as assigned by the President

Section 5: The Past President shall perform all duties assigned to that office:

- Attend business and Executive Committee meetings
- Act as Parliamentarian for business meetings
- Act as the Whistleblower point of contact
- Sign tax return for the past fiscal year of presidency (Note: The new President or Treasurer shall sign if the ~~Immediate~~ Past President is not available.)
- Serve at the request of the President to advocate for the Association
- Perform duties as assigned by the President

Article II—Executive Committee, Members-at-Large, and Other Committees

Section 1: The Executive Committee shall:

- Provide leadership for the attainment of the purposes of the Association
- Consider any matters referred by the membership
- Set the date and location of all business and Executive Committee meetings subject to constitutional provisions
- Prepare an annual Program of Work with the assistance of the appropriate committees
- Review the Program of Work of each committee and provide direction as needed
- Review all business meeting agendas as proposed by the President
- Review and approve the annual budget as presented by the Treasurer
- Approve all committee expenditures
- Accept all resignations
- Approve all appointments
- Approve and determine the scope of the Association's publications

Section 2: Members-at-Large shall:

- Attend business and Executive Committee meetings
- Serve on committees as assigned

- Perform duties as assigned by the President

Section 3: Committees shall function as either:

- Standing Committees:
 - Organizational Operations
 - Policies and Procedures
 - Finance
 - Scholarship
 - Membership
 - Communications
 - Service
 - Professional Development
 - Fall Conference
 - Mid-Winter Conference
 - Summer Conference
 - Camp M & Ms
 - Registration
- Ad Hoc Committees: To be established as needed by the Executive Committee